



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Staff Officer - Chief of Staff

Position Number: EE006

Position Grade: GS-15

Salary Range: \$122,530 – \$172,500 (not applicable for detailees)

Vacancy Open Period: 9/1/2021 – 9/29/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/EEO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidates to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade below may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade or up to one grade below may apply)



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Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Office of Intelligence Community Equal Employment Opportunity and Diversity (IC EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a more diverse and inclusive workforce. IC EEOD oversees compliance with federal laws, policies, procedures, and requirements relating to EEO. IC EEOD also develops initiatives, policies and programs, and provides guidance and consultation to diverse stakeholders. The Office of IC EEOD collects, analyzes and reports on workforce demographics and trends across multiple aspects of workforce diversity, including, but not limited to women, minorities, and persons with disabilities.

Major Duties and Responsibilities:

Serve as a member of the OEEEO leadership team. Oversee, manage, and lead the daily operations of the Office and ensure operations are strategically aligned with the mission, goals, and objectives of the ODNI.

Ensure personnel, training, budget, contract administration policies and procedures, information technology, facilities, equipment, and logistics are aligned to achieve the organization's mission.

Oversee and conduct budget planning and execution, strategic resource planning, and budget decisions. Serve as the primary financial approving official for the office.

Project and facilitate human resources planning and personnel actions, working closely with ODNI Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives.

Manage and coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the timely and effective completion of initiatives and requirements.

Oversee and manage organizational action processing, standard operating procedures and processes, file maintenance and record-keeping

Lead efforts to ensure that team members are able to benefit from workplace flexibilities, well-being, and activities to maintain high morale, to include team-building and recreation activities.

Manage corporate communications. Partner to ensure workforce and public awareness of programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.

Liaise and maintain effective working relationships with other ODNI Chiefs of Staffs, ODNI components, and within the organization to address issues that span multiple mission or program areas.

Manage and execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments.

Obtain Contracting Officer Technical Representative (COTR) Level 1 certification.



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Mandatory Requirements:

Superior organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.

Expert knowledge of the IC and ODNI budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.

Superior strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.

Superior ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.

Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

Superior ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.

Expert knowledge and experience with resource planning, budget forecasting, and execution.

Superior ability to plan, organize, schedule, and prioritize the organizational staff work load.

Superior ability to establish goals, manage workflow, and identify professional development needs for employees.

Superior leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.

Desired Requirements

Superior ability to plan, organize, schedule, and prioritize the organizational staff work load.

Superior ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.

Superior oral and written communications skills, including the ability to clearly convey complex information to audiences of all levels.

Superior ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.

Certifications/Licenses: Depending upon assignment must have successful completion of the Agency's Level II Contracting Officer Certification Program or equivalent standards (e.g. certified to Level 3 according to DAWIA, Certified Contracting Officer).

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_HR_HRM_TEAM_B_Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_HR_HRM_TEAM_B_Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**